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Chief, RI

7 December 1954

THRU : Chief, FI

Chief, Records Management Division/MS

Amount of Material and Equipment Surveyed

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1. This memorandum is written to implement the verbal request of Mr. [REDACTED] of this Office for a tabulation of the total amount of material and equipment covered in the Records Control Schedules for your Area.

2. This information is necessary to the Records Management Program in order to reflect the total accumulation of material and filing equipment in the Agency. The information will be used for reporting purposes in addition to providing statistical data necessary for future programming. In addition to the above, it is a requirement of the General Services Administration that each Agency of the Government submit an annual summary report of records holdings. While the report itself is not submitted to the General Services Administration, it is prepared and retained in the files of this Office for program inspection.

3. It is therefore requested, that a report, showing the total accumulation of records holdings in linear feet and the type and amount of filing equipment used in your Area be submitted to this Office.

[REDACTED]  
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